



Federal Aviation Administration

Memorandum

Date: December 30, 2005
To: Management Team
From: Marion C. Blakey, Administrator
Subject: Identification of Employees to Attend Mandatory Procurement Training

In my memo of August 11, 2005, I directed our Acquisition Executive, in conjunction with the Office of Chief Counsel and the Human Resources office, to institute mandatory in-depth training on procurement integrity for all FAA program officials, as well as contracting officers. This training, which supplements our regular ethics training courses, is an important step toward further improving the quality of our acquisitions. The topics to be included in the training include: (1) discussion of the new FAA Acquisition Policy; (2) procurement integrity; (3) personal services contracts; (4) fiscal law, (5) drafting acquisition and solicitation documents, (6) contract administration and, (7) certifications.

One day training sessions will be held beginning in January, and ending in March 2006. Several sessions will be held in each region, center, and headquarters to enable every program official and contracting officer involved in acquiring goods or services in excess of \$1,000,000 a year (including Integrated Service Team leaders, Service Team leaders, program managers, contracting officer technical representatives, quality and reliability officers, contracting officers, business managers, resident engineers, contracting officer representatives, logistics management specialists, administrative officers and alternate technical officers) to attend. In order to continue to serve in one of these positions, these officials must attend one of these training sessions.

Please identify the employees in your organization who serve in one of these functions and are required to take this training, and provide those names to Diana Rabinowitz, AGC-520, by January 15. Please assure that your employees in one of these positions or expected to be in one of these positions attend one of the training sessions.